

Job Posting Date: May 12th, 2017

Application Review Date: Open Until Filled

Job Title: Admissions Representative

Location: Mayville, ND

Compensation: Temporary Position, TBD

Start Date: June 1, 2017

Job Description:

The purpose of this position is to serve prospective students, parents, staff, faculty and others with information about the institution and its services. This position serves as a representative for functions related to the recruitment of students, including but not limited to recruitment, application processing, prospective student relations, and other functions of the recruitment and enrollment process.

Responsibilities include:

- Promote Mayville State University to prospective students.
 - Attend college fairs
 - Conduct high school and community college visits
 - Interview prospective students and parents
 - Establish, develop, and maintain effective, impactful relationships with prospective students and families.
 - Establish and maintain relationships with high school counselors, community colleges, community agencies and business

- Manage student content and data within Hobsons, Perceptive content, and Connect
 - Review student files as part of the interview and follow up process
 - Retrieve data to assist with student contact and recruitment activities
 - Analyze student data to determine effectiveness of recruitment and follow up activities
 - Understand policies and procedures that pertain to Admission at Mayville State University
 - Scan, link and or verify student documents as received
 - Be the first contact for incoming Admission questions and refer as needed

- Transfer recruitment
 - Assist in the recruitment a transfer class of 175 students
 - Attend transfer fairs and community college visits
 - Target transfer students coming from 2 year schools, especially ones in teacher education and diversity

- Student Outreach Specialization
 - On campus visit coordinator
 - Coordinate all aspects of the tour are set and ready to go
 - Further develop campus tours and help with giving tours when needed
 - Utilize virtual tours as needed
 - Complete office report for campus visitors and send follow up letter
 - Work with Director and other admissions staff, as well as student employees to help train for campus tours

- Assist in the planning and execution of special events
 - Assist with special events, to include Summer Registration, Orientation, and Special Preview/Visit Days.

Minimum Qualifications:

- Bachelor's degree required.
- Related professional experience in a high service environment.
- Familiarity with Mayville State University and its target markets.
- Highly effective communication and public speaking/presentation skills.
- Effective planning, organizational and analytical skills.
- Ability to work independently and within a team.
- Ability to work evenings, weekends and fulfill travel requirements.
- A valid Driver's License is required.

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Preferred Qualifications:

- Experience in an enrollment management setting (admissions, financial aid, academic records, etc.)
- Experience working with Peoplesoft, ConnectND, or Hobson's platforms.

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript (official transcripts will be requested if hired)

Send application materials to: Crystal Beggs, Human Resource Officer, 330 3rd Street NE, Mayville, ND 58257 or email to crystal.beggs@mayvillestate.edu.

For specific questions regarding this position, contact James Morowski, james.morowski@mayvillestate.edu.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment. Internal/external candidates eligible to work in the United States.

ND Relay: <http://www.relaynorthdakota.com/>